

**CONFIDENTIAL****SECURITY****24. STORAGE OF CLASSIFIED AND CONTROLLED MATTER**

- a. **APPROVAL OF STORAGE EQUIPMENT AND STRUCTURES.** Safes, vaults, secure areas, safekeeping devices, or other storage equipment or structures are not to be purchased, constructed, or contracted for until their specifications have been approved by the Director of Security in coordination with the Director of Logistics and the Operating Official concerned. All requests for the construction of secure areas and other storage structures will go first to the CIA Records Administration Officer who will examine the records management aspects of the justification. The Records Administration Officer will forward to the Office of Security for determination of security requirements those requests which he believes are justified. Those requests which he feels are unjustified he will forward with his recommendations to the Deputy Director for Support for approval or disapproval.

**b. MINIMUM STORAGE REQUIREMENTS**

<u>Type Material</u>	<u>Location</u>	<u>Requirement</u>
(1) TOP SECRET and all registered material	Agency buildings in the headquarters area (see [redacted])	Approved vault or safe
(2) SECRET or CONFIDENTIAL	Agency buildings in the headquarters area (see [redacted])	Approved vault, secure area, or safe
(3) Material of any classification	Non-Agency buildings or facilities in the headquarters area or any facility outside the headquarters area	Storage must have the prior specific approval of the Director of Security
(4) Controlled material which is unclassified and not registered	Any Agency facility	Under lock and key
(5) Atomic Energy Restricted Data	Designated storage facility [redacted]	
(6) Special compartmented codeword data	Designated storage facility	Storage requirements covered by separate regulatory issuance

**c. UNUSUAL STORAGE REQUIREMENTS**

- (1) Depending on its classification and sensitivity, bulky classified material that cannot be stored in safes is to be stored in a vault or secure area. If the bulk, volume, or handling of nonregistered, unclassified controlled matter presents a storage problem, the Director of Security should be consulted for guidance.
- (2) If it is not possible to comply with the provisions of subparagraphs b and c(1), arrangements are to be made, subject to the approval of the Director of Security, to safeguard the material when not in use with armed guards.

**d. DELIVERY AND TRANSFER OF SAFEKEEPING EQUIPMENT**

- (1) Newly received safekeeping equipment will not be used until a representative of the Office of Security has reset the combination and, if necessary, affixed a number to it. Before safekeeping equipment is transferred out of an office, the principal custodian will ensure that the equipment is

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